



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 15, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 16, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 29, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE VI

Plan Preparation Engineer
Region 1/District 1/Bureau of Design
Highways
Schaumburg

Attachments
40560

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Thursday, October 29, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer VI

Salary Range: \$6,945 - \$11,020

Position Title: Plan Preparation Engineer

Union Position: ☒ Yes ☐ No

Position Number: PW116-23-51-302-00-01

IPR#: 40560

Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Design/201 W. Center Court, Schaumburg, IL

Description Of Duties:

This position is accountable for the direction of a Plan Preparation Section in the Bureau of Design. The incumbent directs preparation of contract plans and documents for highway improvements in accordance with departmental design policies, standard specifications, state standards and sound engineering practices. The incumbent establishes and adjusts work schedules and manpower assignments; establishes work activity priorities which provide the proper lead time for right-of-way acquisition, negotiation of agreements and adjustment of conflicting utility facilities; obtains necessary soils and traffic data and bridge designs; participates in meetings with local governmental officials, private groups and the public to explain the impact of projects; and renders technical assistance on drainage requirements and methods of adjusting utility facilities.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- A valid driver's license

The following criteria is desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Strong oral and written communication skills
- Good organizational, leadership and self-motivational skills
- Ability to develop and maintain cooperative relationships with staff consultants and the public

Shift/Remarks:

8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2015	POSITION:	Plan Preparation Engineer
APPROVED BY:	Ken Eng	OFFICE/DIVISION:	Highways/District One/Schaumburg/Bureau of Design
CODE:	PW116-23-51-302-00-01	REPORTS TO:	Bureau Chief of Design

Position Purpose

This position is accountable for the direction and supervision of a Plan Preparation Section in the District Bureau of Design. The incumbent is responsible for directing the preparation of contract plans and documents for highway improvements to ensure that they are prepared in accordance with Departmental design policies, standard specifications, state standards and sound engineering practices.

Dimensions

Subordinate personnel:	Direct:	3 – 4
	Indirect	15 – 20
Number of projects in progress annually:		50 – 80
Dollar value of projects processed annually:		\$50 – 100 Million

Nature and Scope

This position reports to the Bureau Chief of Design as do two (2) other Plan Preparation Engineer, the Design Project Support Engineer, the Consultant Services Engineer, the Office Manager, and a Secretary. Reporting to this position are two to three (2 – 3) Design Squad Engineers (one of which may be the Quality Control /Quality Assurance Engineer) and an Office Coordinator.

This district-wide position functions in a transitional area, characterized by intense urban development within and immediately abutting the City of Chicago, the rapidly changing land use in the eastern and central portions of the Metropolitan Area, and the western suburban and rural areas of the District all of which pose a wide variety of technical and engineering problems associated with the design and preparation of contract documents for unusually complex highway construction programs with very demanding deadlines. The District can be identified by over 100 miles of expressways and ten thousand miles of arterial highways which handle nineteen to twenty billion vehicle miles of travel annually; several hundred diverse, abutting and/or overlapping municipal entities with often competing transportation priorities; and a huge complex of public and private utilities, all competing for use of our limited state highway rights of way.

Typical problems encountered in this position include: investigating the appropriateness of Design Report recommendations in light of operational and maintenance needs within the limits of proposed highway improvements and proposing effective alternates when appropriate; evaluating proposed scopes of work in terms of feasibility from the standpoint of highway construction and operation so as to minimize costly construction change orders; developing standards and specifications required for specific highway improvements; ascertaining that completed plans and contract documents conform to existing Departmental Policies and Procedures; ascertaining the most effective seasonal staging of construction so as to maintain satisfactory traffic flow; proposing the most cost effective traffic control procedures through the construction area so as to balance the demands of highway safety and mobility; recommending effective methods for informing and obtaining local governmental and public approval for proposed improvement projects; developing and recommending appropriate features that must be incorporated into agreements where local

participating in highway improvement projects; and ascertaining the need for and recommending the use of consultants. The greatest challenge to this position is to develop a high degree of productivity and effectiveness in the subordinate staff so as to ensure consistent and satisfactory performance.

The incumbent is personally responsible for: establishing and continuously adjusting work schedules and manpower assignments required to complete assigned projects, which is complicated by unusually complex programs and demanding schedules; establishing work activity priorities which provide the proper lead time for right of way acquisition, negotiation of agreements and adjustment of conflicting utility facilities; obtaining necessary soils and traffic data and bridge designs; participating in meetings with local governmental officials, private groups and the public to explain the impact of projects; and rendering technical assistance on drainage requirements and methods of adjusting utility facilities.

The incumbent accomplishes the objectives through two to three Design Squad Engineers who with a staff of 15 to 20 are responsible for designing highway projects of various types and magnitudes in accordance with departmental policies, procedures, standards, specifications, and accepted engineering practice.

The position requires considerable latitude in the management of subordinate staff and in resolving a wide range of problems, particularly the difficult engineering and scheduling problems and determining those problems to be referred to District management. The policies, standards and engineering principles guiding the incumbent are general in nature and require considerable independent judgment in implementation.

Within the Department there is frequent contact with the Central Bureau of Design and Environment concerning such items as policy evaluation and interpretation. Within the District the incumbent is in daily contact with all Bureaus. Periodic contact is also necessary with public officials, developers, property owners, other state agencies, and the Federal Highway Administration in matters requiring a great deal of engineering judgment.

The effectiveness of this position is measured by the incumbent's ability to ensure completion of the assigned design program in a timely, efficient and effective manner.

Principal Accountabilities

1. Ensures that all work done by assigned personnel is in conformance with Department standard specifications, policies and sound engineering practice.
2. Provides for the proper scheduling and manpower assignment that ensures timely and efficient project completion.
3. Ensures that all work reflects the latest highway safety considerations and is environmentally compatible.
4. Ensures that all commitments made by the Department are accounted for in the preparation of the contract plans.
5. Assures close contact and effective communication with local governmental agencies, businesses and private citizens during plan preparation to make sure all necessary considerations have been taken into account.
6. Provides the direction, counseling, training, and motivation of subordinate staff so as to ensure a high level of productivity, effective performance, and their continuous development for more difficult assignments.
7. Provides subordinates with the direction that enables them to comply with the provisions of the Departmental Safety Code and accepted safe work practices.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.